






















PERSON SPECIFICATION HEADTEACHER – WOODSETTS PRIMARY SCHOOL

Essential	Desirable	Evidence
Qualifications and experience <ul style="list-style-type: none"> First Degree Qualified Teacher Status A continued commitment to own professional development As a Deputy/Headteacher of the same phase school/academy Teaching experience within the designated age range Of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children Developing staff and systems across the whole school Experience of monitoring and appraising teaching and learning 	Qualifications and experience <ul style="list-style-type: none"> NPQH Relevant further degree Further relevant professional studies Experience of more than one school/academy 	Application form Certificates References
Leading strategically Knowledge and understanding of: <ul style="list-style-type: none"> Models of effective leadership and organisational structures New technologies and their potential impact Strategic planning processes, tools and techniques Ways of achieving stakeholder and community engagement Leading change, creativity and innovation 	Leading strategically Knowledge and understanding of: <ul style="list-style-type: none"> Developments in education at local, national and global levels 	Application form Letter of application References Interviews

<p>Skills</p> <ul style="list-style-type: none"> Think strategically, analytically and creatively Build capacity and achieve sustainability Deal with complexity and uncertainty Build a vision and communicate clear purpose and sense of direction Anticipate, lead and manage change Use research to support and challenge practice Inspire, challenge, motivate and empower others to attain challenging outcomes Celebrate achievement and acknowledge excellence Model the vision and values of the school Work strategically with the CEO and Governing Body 	<p>Skills</p> <ul style="list-style-type: none"> Demonstrate political acumen 	
<p>Leading teaching and learning</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> Methods to ensure the specified teaching standards 2012 are harnessed and maintained by all teaching staff Curriculum design and management Principles of quality learning, teaching and assessment including school review and self-evaluation Use of external support and expertise Behaviour and attendance management New technologies to support learning and teaching Strategies for improving outcomes and achieving excellence for all Tools for data collection and analysis <p>Skills</p> <ul style="list-style-type: none"> Design, develop and deliver the curriculum Demonstrate equality and diversity in teaching and learning Achieve the best possible learning outcomes for all 	<p>Leading teaching and learning</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> Ways of applying effective practice and research evidence to improve outcomes Political impact of external, community or family factors on learning <p>Skills</p> <ul style="list-style-type: none"> Capitalise on appropriate sources of external support and expertise 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

<ul style="list-style-type: none">  Use developmental models for teaching and learning  Engage parents in pupil's teaching and learning  Manage and use performance data  Deploy technology to support teaching and learning  Develop and use effective assessment and moderation systems  Understand whole school culture of best practice in teaching and learning  Understand flexible and comprehensive learning opportunities for all pupils  Evaluate, review and develop systems and structures 		
<p>Leading the organisation</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none">  Employment market, effective recruitment, deployment and management of staff  Technology to enhance organisational effectiveness  Strategies to maximise contributions from the workforce  Accountability frameworks  Legal issues relating to leading and managing a school, derived from all relevant statutory and regulatory frameworks  Strategic financial planning, budget management and principles of best value  Organisational development, planning and implementing change <p>Skills</p> <ul style="list-style-type: none">  Seek expertise and advice from within and outside the school  Delegate, collaborate and distribute leadership  Manage others within an accountability framework 	<p>Leading the organisation</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none">  Development of and access to school buildings and facilities  Project management techniques <p>Skills</p> <ul style="list-style-type: none">  Manage industrial relations 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

<ul style="list-style-type: none"> ☀ Create an environment which enables people to perform at their best and underpins effective employee relations ☀ Manage the school's financial, human and physical resources ☀ Establish structures and systems so operational decisions are based on informed discussion ☀ Develop and sustain a safe, secure and healthy school environment ☀ Create a working environment which takes account of workload and work-life balance 		
<p>Leading people</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> ☀ Significance of interpersonal relationships, including impact on teacher performance and pupil learning ☀ Performance management, continuous professional development and sustained school improvement ☀ Building motivation, including the importance of celebrating achievement ☀ Own performance, ways of obtaining feedback and how to improve <p>Skills</p> <ul style="list-style-type: none"> ☀ Develop self-awareness, self-management and self-confidence and use effectively ☀ Listen, reflect and communicate effectively ☀ Give feedback and provide support to improve performance ☀ Hold people to account and challenge under performance ☀ Develop a culture of learning and continuous professional development ☀ Receive and act on feedback to build on strengths and improve personal performance 	<p>Leading people</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> ☀ Building and sustaining a learning community within a diverse workforce ☀ Support and development systems for individuals and teams <p>Skills</p> <ul style="list-style-type: none"> ☀ Negotiate and manage conflict, providing appropriate support 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

<ul style="list-style-type: none"> Create a culture which encourages ideas and contributions from others Foster an open, fair and equitable culture Motivate, develop, empower and sustain individuals and teams High standards of personal and professional conduct 		
Leading in the community Knowledge and understanding of: <ul style="list-style-type: none"> Multi-agency work, benefits and risks of multi-agency working Collaboration and partnership working (including school, home and community) Wider curriculum beyond the school and opportunities it provides Diversity and community cohesion issues Skills <ul style="list-style-type: none"> Establish and engage in partnerships, including working with multi-agency teams Consult, engage and communicate with staff, pupils parents and carers to enhance pupil's learning Engage in cross phase working and transition issues Collaborate and work within and across the community 	Leading in the community Knowledge and understanding of: <ul style="list-style-type: none"> Extended service provision, commissioning and contracting The diversity of professional cultures and ways of working Strengths, capabilities and objectives of other schools, services and agencies Skills <ul style="list-style-type: none"> Take a leadership role within and across the community Engage in school-to-school collaboration and contribute to leadership in the wider education system Contribute to achievement of community cohesion Broker and commission services 	Application form Letter of application References Interviews
Personal circumstances <ul style="list-style-type: none"> The flexibility to respond to the full range of responsibilities described in the job description Able to travel to a wide range of meetings 		
Physical requirements <ul style="list-style-type: none"> No serious health problems that are likely to impair or impact on job performance (that cannot be accommodated by reasonable adjustments) Good attendance record in current employment (excluding absences resulting from a disability) 		